

CITY OF NORMAN, OKLAHOMA

**CITY COUNCIL COMMUNITY PLANNING AND
TRANSPORTATION COMMITTEE AGENDA**

**Municipal Building Conference Room
201 West Gray**

Thursday, August 27, 2015

4:00 P.M.

- 1. CLEVELAND AREA RAPID TRANSIT (CART) RIDERSHIP
REPORT INCLUDING SAFERIDE AND EXTENDED SERVICE FOR
THE MONTHS OF MARCH, APRIL, AND MAY, 2015.**
- 2. DISCUSSION REGARDING A DRAFT PROPOSAL FOR THE
COMPREHENSIVE PLAN UPDATE.**
- 3. MISCELLANEOUS PUBLIC COMMENTS.**

Community Planning & Transportation Committee

CART Monthly Report, June 2015

Service Changes

August 24, 2015 – 30-minute service on Main Street (Route 10) and Alameda/E. Norman (Route 21)

- Monday through Friday, 10:30 am to 5:30 pm during regular service

CART – Ridership Report Summary

- CART transported 35,056 riders in June -- an average of 1,409 riders daily.
- FY15 year to date (July 2014 – June 2015), CART transported 950,733 riders – an increase of 5% over the same period in FY14 (July 2013 – May 2014).
- Ridership is up on Main Street, Lindsey East and West, Sooner Express, Research, and LNC.
- During our manual count, the week of June 6-12, there were 289 CART riders who traveled with their bicycles (3.6% of all trips) and 92 with wheelchairs (1.1%).
 - Main Street carried the most passengers traveling with bicycles (103) and wheelchairs (46).
 - The next busiest routes with riders traveling with bikes was Lindsey East (91) and with wheelchairs Alameda/E. Norman (26).

CARTaccess – Ridership Report Summary

- CART transported 3,024 CARTaccess riders in June – an average of 116 riders daily.
- Year to date, CART has transported 34,831 CARTaccess riders – an average of 116 riders daily --an increase of 4%.
- CART continues to encourage CARTaccess riders who are able to ride free on CART fixed route.

Marketing/Outreach efforts –April and May

- June 19, Dump the Pump Day. All passengers rode free on June 19 and anyone with the free pass included in the water bills were able to ride free throughout the rest of June. Ridership for the day was 2,005, including 174 on CARTaccess
- Disability Coalition (United Way), June 2, and McFarlin's Senior Options Fair, June 3.
- Free fares on CART June 10 - 1st Ozone Alert Day for the season. Ridership for the day was 1507 on fixed route and approximately 150 for CARTaccess.

Grant Activity

Fixed Route vehicles (FTA 5307 & Clean Air grants) – 2 new 35' CNG Gillig buses arrived July 20. The buses are being used on a limited basis until Syncromatics arrives the end of August to install the automatic vehicle locator (AVL) tracking system and voice announcement system, and read out displays required by ADA.

OTA 2015 TIGER Grant application – CART participated in the OTA 2015 Grant application submitted June 4. CART is requesting two 35' buses and four 30' buses with this grant. If approved, CART will replace 6 diesel buses with CNG low floor buses that will be ADA accessible.

Regional Planning Activities

- Submitted FTA 5307 grant application for FY16 approval expected next month. This is a partial request of \$1,140,917 federal. This represents 8/12 of the total grant. The remaining funds will be requested when Congress approves the remaining funds. Once all funds are received, CART will receive \$1,688,609 federal funds and contribute 751,648 local funds.
- Security Assessment for CART underway by the Transportation Security Administration (TSA), Homeland Security.

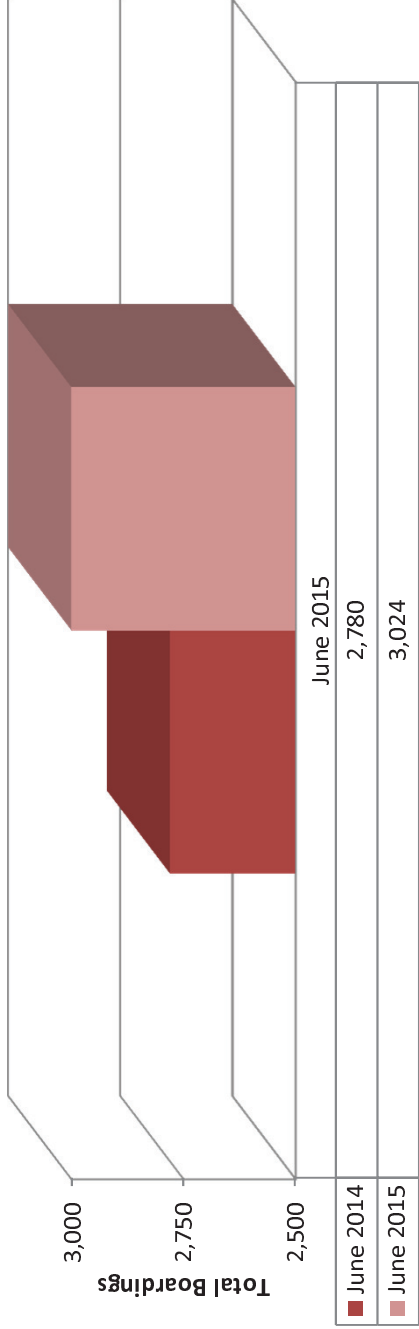
Bus Stop Improvements

- Route 21 - New YMCA bus stop shelter installed June 24.
- Other improvements underway include
 - Route 10 – new benches for Stop 8 at Berry & Denison and Stop 29 at Main & Park
 - Route 21 - new Stop 253 on Stubbeman at Ridge Road at the Concord Missionary Baptist Church
 - Route 12 - new bench for Stop 57 at the McGee Street Animal Hospital
 - Route 20 – new Stop 247 with bench at Heart Plaza on Healthplex Parkway west of the Norman Regional Healthplex
 - Route 11 – new Stop 254 with shelter at Millennium Apartments

- Route 10, 11, and 21 - more improvements are planned this year for stops at Webster and Main, Webster and Apache, Biloxi and Lindsey, and Robinson and Berry.
- Route 10 and 12 - new Park & Ride Lots at Sooner Mall (Route 10) and Bethel Baptist Church (Route 12) to encourage OU faculty and students to park and ride CART to OU Campus.
- Route 21 - Plans are underway to move Stop 71 at CSBI at 12th Av. NE and Main Street. The stop is currently on 12th at CSBI mid-block (in the CSBI parking lot). The stop will be moved to Main Street with easy access to the ADA accessible ramp on Main Street. This new location will improve safety for both passengers and CART operators.

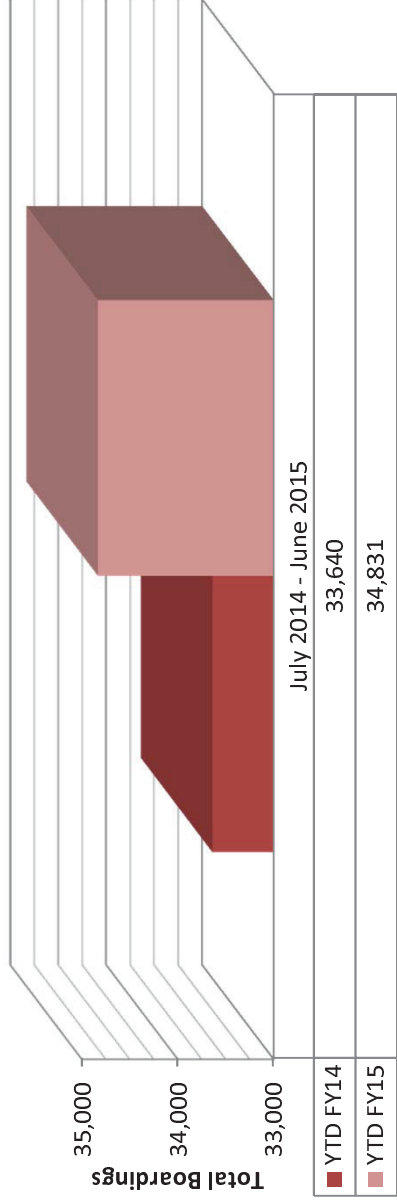
June 2015

CARTaccess Total Ridership



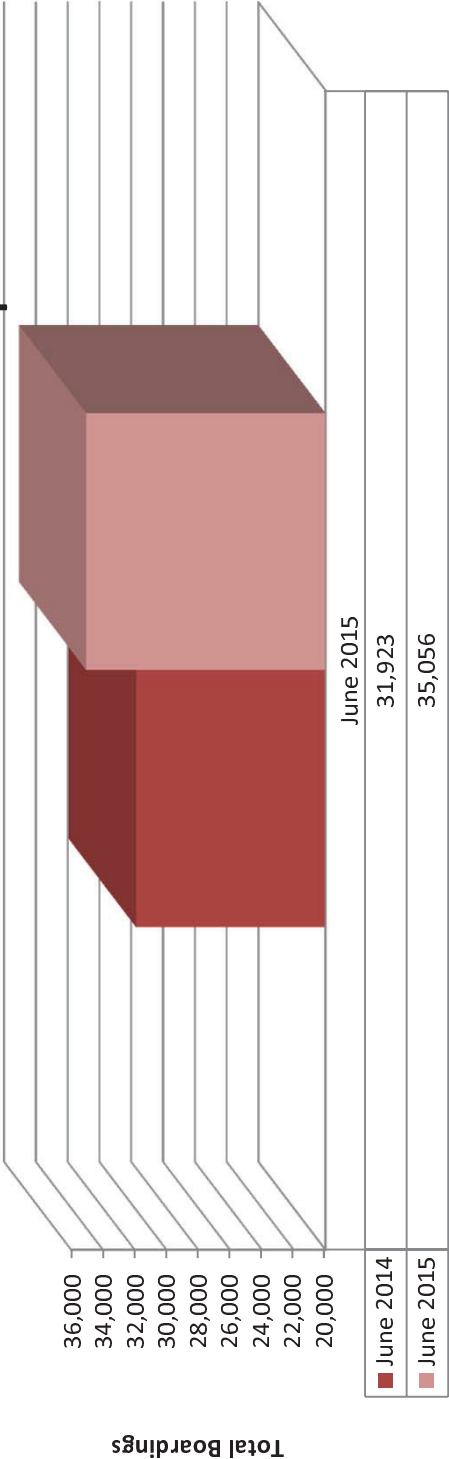
July 2014 - June 2015 (Year-to-Date FY15)

CARTaccess Total Ridership

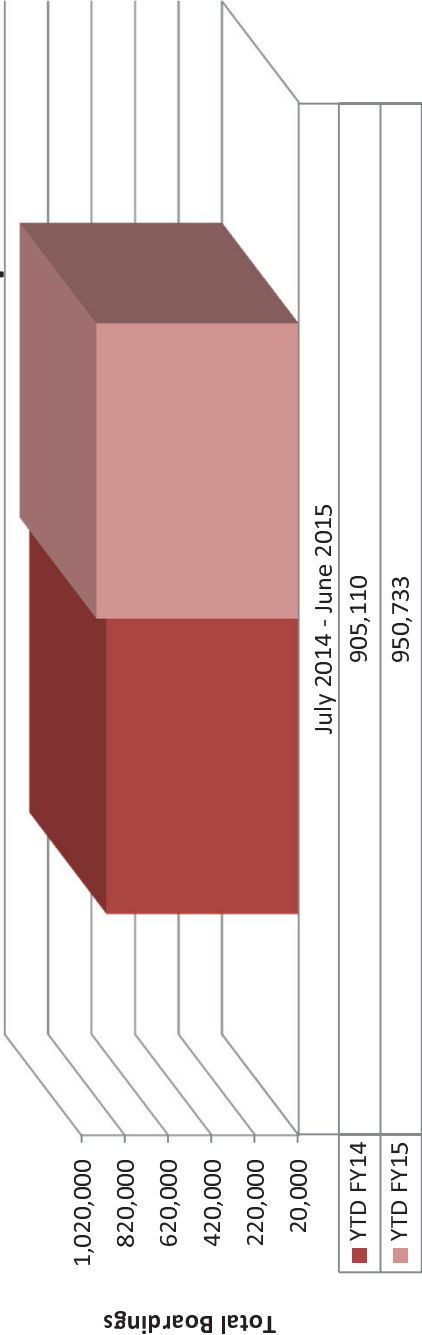


CARTaccess	June 2014	June 2015	% Change	CARTaccess	YTD FY14	YTD FY15	% Change
Monthly	2,780	3,024	9%	Annual Total	33,640	34,831	4%

June 2015 CART Fixed-Route Total Ridership



July 2014 - June 2015 (Year-to-Date FY15) CART Fixed-Route Total Ridership



CART Fixed Route	June 2014	June 2015	% Change	CART Fixed Route	YTD FY14	YTD FY15	% Change
Monthly Total	31,923	35,056	10%	Annual Total	905,110	950,733	5%

FY14: July 1, 2013 - June 30, 2014
FY15: July 1, 2014 - June 30, 2015



office memorandum

TO: Community Planning and Transportation Committee Members

FROM: Susan Connors, AICP, Director, Planning and Community Development

DATE: August 21, 2015

RE: Draft Request for Proposal for the Comprehensive Plan

At the June 25, 2015 Community Planning and Transportation Committee Meeting the members discussed the update to the Norman 2025 Land Use and Transportation Plan. It was requested that the draft Request for Proposal (RFP) be brought back to the Committee for review and discussion.

A draft RFP is attached for discussion by the Committee. Generally the draft includes community background material to familiarize potential firms with the City and the project background. It also includes the Scope of Work, the important Elements of the Plan, Project Criteria, the RFP Criteria and the Selection Process. The public participation section (beginning on Page 10) offers four options for the committee to consider and discuss. Staff would like direction from the Committee on which option, or variation of an option, they would like included in the final RFP.

Staff will make a brief presentation on the elements and be available for questions.

**CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA**



**REQUEST FOR PROPOSAL
PROFESSIONAL PLANNING SERVICES
FOR**

**Preparation of a Comprehensive Plan
for the
City of Norman, Oklahoma**

**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
R.F.P. # 1516-**

**PUBLIC NOTICE
REQUEST FOR PROPOSAL
R.F.P. #1516-**

The City of Norman, Oklahoma, is soliciting proposals for:

Preparation of a Comprehensive Plan for the City of Norman, Oklahoma

Any correspondence, questions or requests for copies of the Request for Proposal should be directed to: City of Norman, P.O. Box 370, Norman, Oklahoma 73070, telephone no. (405) 366- .

Proposals will be received in the at the Municipal Building, 201-A West Gray, Norman, Oklahoma, P.O. Box 370, Norman, Oklahoma 73070, until 4:00 P.M., on 2015.

There will be a pre-proposal conference concerning this project at P.M. on 2015. The meeting will be held in City of Norman Municipal Complex, 201 West Gray Street.

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I. INTRODUCTION

A. Community Background

The City of Norman is a growing community located 20 miles south of the state capitol, Oklahoma City, and 200 miles north of Dallas. Interstate 35 runs north and south through Norman near the western edge. Norman is home to the University of Oklahoma, the National Weather Center, Griffin Memorial Hospital, and Norman Regional Hospital as well as several nationally known companies. With a growing population of over 117,000 Norman is part of the dynamic Oklahoma City Metropolitan Area, which has over a million residents. Norman is the third largest city in Oklahoma and the largest city within Cleveland County for which it serves as the county seat. The City of Norman encompasses 190 square miles with more than half of that being rural. A healthy employment rate, low cost of living, quality schools and a nationally known institute of higher education, the University of Oklahoma, have all helped to drive a 22.81% growth rate since the year 2000, increasing the population from 95,694 to its current level of 117,523. With this growth the City is experiencing challenges related to land use, housing, infrastructure and environmental protection. In order to maintain the much sought after quality of life available in Norman the community needs a Comprehensive Plan that provides a community vision, goals, and an implementation framework.

Norman like several other cities in the area was established during the Oklahoma Land Run of 1889. Norman was formally incorporated in May 1891, sixteen years before statehood in 1907. Shortly after the land run, two forward looking businessmen lobbied for the placement of one of three territorial universities in Norman and in 1890 the lobbying proved successful, and the University of Oklahoma was established in Norman. In 1892 the first fifty-seven students attended classes in a rented building in downtown Norman. From this small beginning, the University of Oklahoma has grown to a premier research university.

The University of Oklahoma is at the core of Norman's economic engine and cultural identity. The University of Oklahoma has grown to over 27,000 students, more than 2,400 full time faculty members and over 12,000 employees. The growth of the student population, in conjunction with changes in University policies and shifts in national economics and real estate trends, has created issues including marked increase in apartment developments, parking issues, and student-resident conflicts in campus neighborhoods.

Two major transportation corridors that transect the City of Norman, Interstate 35 and the BNSF rail line, have shaped land use development in Norman.

Prior to the establishment of the town of Norman, the area was known as Norman's Camp, a stop along the ATSF Railroad. In the Land Run of 1889, the City of Norman was established along the railroad. Today, the effect of the railroad is still evident in the original grid street pattern oriented to the railroad, which runs northwest to southeast. As the town grew the orientation was changed to cardinal

directions, however, the railroad still impacts daily activity of Norman residents with hourly passing trains that bring traffic to a standstill at all east-west street crossings except Robinson Street. In 2012, a grade separation with a vehicular underpass was completed on Robinson Street at the railroad tracks which created uninterrupted access between east and west Norman. For many long-time residents, east and west Norman is divided along the railroad while for many others the division is along the other major transportation corridor, Interstate 35.

Interstate 35 (I-35) was completed in 1959. The opening of the interstate substantially changed Norman's land use patterns, attracting residential and commercial development to the west side of Norman and removing customers from the Central Business District. Over the years most major commercial development has been located along or near the I-35 corridor, such as the Sooner Mall, restaurants, big box retail stores, hotels, and car dealerships. That trend continues today with the recent development of University North Park, just to the northeast of the I-35 and Robinson Street intersection. University North Park is a public/private partnership consisting of a 540-acre retail/commercial development which broke ground in 2005 and was designated as a TIF district in 2006. The University North Park contains a mix of big box retailers, national chain retailers and restaurants, a hotel, a park, and proposed office park. University North Parks still has approximately half of the land to be developed. Currently, that land is slated for office, industrial and residential uses. Despite the recent increase in commercial development along Interstate 35, Norman's Downtown has also seen an economic re-birth with many existing storefronts redeveloping with locally owned businesses, restaurants, and art venues in recent years.

The City of Norman is a vibrant, attractive, growing college city. It is a destination community that attracts thousands of visitors every year from across the state for University of Oklahoma sporting events, the Sam Noble Museum of Natural History, and numerous festivals.

Norman residents enjoy the availability of diverse retail options, numerous parks, good schools and affordable living. Norman residents also enjoy an active arts community and desire a walkable pedestrian friendly town that supports a rich diverse economic base that cultivates both regional economic pulls and locally owned business. A recent retail survey commissioned by the City of Norman reveals this dichotomy of demand for national chains as well as locally owned restaurants and businesses. This can also be seen by the sales tax dollars generated by the slew of new restaurants and businesses developed in Downtown and in University North Park. As with all cities in Oklahoma, Norman's budget is dependent upon sales tax dollars.

Norman residents want to continue the current quality of life which includes low unemployment, a good economy, low crime rate, affordable cost of living, while maintaining the college small town character by growing sustainably. To ensure this, the City needs to develop a Comprehensive Plan that looks to the future in a holistic and sustainable manner.

B. City of Norman Planning History

Planning Background:

The City of Norman currently manages growth using the Norman 2025 Land Use and Transportation Plan, Zoning Ordinance and Subdivision Ordinance. Norman's growth over the last 10 years has spurred the development of associated plans needed to address the growth in several crucial areas including storm water, water supply, parks, open space and transportation. In addition, as all cities in Oklahoma rely upon sales tax, Norman has recently hired a Retail Development Coordinator to help guide retail recruitment efforts in Norman.

City of Norman Planning & Associated Documents:

Zoning Ordinance	1924, 1954 and as amended
General Plan	1963
Subdivision Ordinance	1973 and as amended
Comprehensive Plan	1981
Comprehensive Plan Revisions	1982, 1983, 1984, 1986, 1991
Sign Code	1992 and as amended
Adams, Andrews Park, Faculty Heights Neighborhood Conservation Plans	1996
Historic District Ordinance	1993
Comprehensive Plan Update	1997 (Norman 2020 Plan)
Chautauqua Historic District established	1997
Downtown Norman Revitalization Plan	1999
Miller Historic District established	1999
Comprehensive Plan Update	2004 (Norman 2025)
Pickard Neighborhood Plan	2007
Storm Water Master Plan	March 2009
Parks and Recreation Master Plan	November 2009
Porter Corridor Plan & Overlay Zone	August 2010
Inclusive Community Report and Action Plan	August 2010
Old Silk Stocking, First Courthouse, Original Townsite neighborhood plans	2007
Greenways Master Plan	March 2012
Bishop's Creek Neighborhood Plan	2012
2060 Strategic Water Supply Plan	August 2014
Retail Market Analysis Study	May 2014
Comprehensive Transportation Plan	May 2014
Griffin Memorial Hospital Advisory Service Panel	April 2015
Consolidated Plan 2015-2019 (CDBG)	May 2015
Housing Market Analysis	August 2015
City Center Form Based Code	Currently underway

The current Norman 2025 Land Use and Transportation Plan was adopted in November, 2004. At that time the population of Norman was 105,336 and there were approximately 31,000 acres of developed land. In 2015 our population is 117,523 and there are now approximately 33,000 acres of developed land. The growth in the City has surpassed the expectations of the current Plan. During the last ten years our multi-family housing units have increased dramatically, primarily to serve the student housing population. The majority of housing in Norman is either single-family homes or leased apartments.

The City has extended the sewer service to several areas that were identified as Future Urban Service Area in 2004. The northwest section of the City is one of the largest areas that is now available for development.

There have been approximately 125 Norman 2025 Plan amendments considered by City Council since the adoption of the Plan in 2004.

Although the University of Oklahoma remains a very dominant employer and presence in the City, Norman is attracting more businesses and employers other than OU which brings more residents who are not tied to OU, therefore, the need for different types of housing is more apparent. In addition, as with most cities, the population is aging and is looking to downsize but not necessarily move into leased apartments.

The plans that have been adopted since 2004 need to be integrated into appropriate policies for the future. The City needs a new vision that matches the growth that is occurring and the living styles that people are looking for in their neighborhoods.

C. Scope of Work

Objective:

The purpose of this project is to develop a Comprehensive Plan to guide future development in the City of Norman. The Comprehensive Plan is envisioned as both a physical plan and policy guide for development in Norman. It will serve as a framework for future associated planning documents as well as a policy guide for staff and decision makers regarding future development. The City of Norman has established the following plan elements to serve as a general guide for the plan's development. Since this will be a new Comprehensive Plan for the City of Norman many of the elements listed will require substantial review and revisions while some plan components will require only minor review or minor revisions and/or integration with the Plan. The elements serve as a guide for the plan's development and potential partners are welcome to suggest creative or innovative addition/modifications to these elements. Such suggestions should be listed and explained in the submitted proposal.

The selected consultant is expected to use visualization techniques to graphically depict pertinent information for each element, including but not limited to GIS mapping, Photoshop, illustrations and renderings.

Boundary of Plan:

The boundary of the Comprehensive Plan will be the corporate limits of the City of Norman.

Elements of Plan:

1) Executive Summary – An executive summary is expected to be developed that outlines the vision, detailed goals and objectives, and policy statements that are laid out in the Comprehensive Plan. This executive summary will be used as a guide for decision making and as a means to educate the citizenry of the community. It is expected that the executive summary will be located within the Comprehensive Plan document but can be a stand-alone document in a form that is suitable for easy distribution.

2) Community Profile Development – A complete inventory, review and analysis of existing conditions is required. The community profile needs to be developed which includes at the least the following: community history, existing land uses, natural environment elements, thoroughfares and transportation, community facilities, and other relevant topics. Demographic and population analysis using the latest data available will need to be prepared as well. A comprehensive land use survey and database shall be prepared resulting in current land use plan which may be used to develop the future land use plan.

3) Development of Goals, Objectives, and Policies – The goals, objectives and policies of the Comprehensive Plan should be developed with significant public participation in order to develop an acceptable and viable vision and guide for the community regarding future development and re-development. The development of goals must also identify current gaps or conflicts between current code and ordinances and the new Comprehensive Plan developed.

4) Future Land Use Plan and Map – Realistic population projections and build-out scenarios are expected to be developed regarding preferred land-use patterns. The build-out scenarios shall include projections of uses, infrastructure improvements required, cost of infrastructure, and projection of sales tax. The build out scenarios shall be presented to City Council, City Staff, and the public in order to allow them to evaluate the cost benefit analysis and return on investment (ROI) of various development and re-development scenarios. The impact of major development activities such as the University of Oklahoma's Master Planning efforts, Norman Regional Healthplex expansion and the future establishment of commuter rail along with transit-oriented design and transit stops on future land use would all need to be considered.

5) Transportation -- Incorporate the goals and recommendations of the newly adopted Comprehensive Transportation Plan into the Comprehensive Plan. In addition, incorporate Norman's and regional plans to establish a future regional commuter rail including locations of future transit stops. A review of the needs,

impacts and future growth of the Max Westhiemer Airport would also need to be incorporated into the Comprehensive Plan.

6) Stormwater Plan – Incorporate goals, objectives and policies recommended in the Stormwater Master Plan. In addition, integrate the recommendations regarding flood plain and watershed protection into all pertinent components of the Comprehensive Plan.

7) Infrastructure Element – Review existing plans related to water supply and sanitary sewer facilities and recommend any future modifications to the those plans that will be required in order to achieve the overall community vision or to support the approved build-out scenarios for future land use mixes.

8) Technology Infrastructure – Make recommendations as to best practices for encouraging the advancement of the technology infrastructure.

9) Economic Development/Redevelopment – Review, analyze and update local, state and regional factors that influence the future development and redevelopment opportunities in Norman. In particular the influence of major planning efforts by University of Oklahoma, Norman Regional Healthcare System, University North Park, the Department of Mental Health, and the region's future commuter rail system.

10) Parks, Trails and Open Space – A review of the three existing plans that address parks, trails and open spaces would need to be reviewed and policies and goals of those plans incorporated into the Plan. Implementation strategies that provide a cohesive and consistent means to develop park, trail and open space development shall be developed.

11) Housing – Review and incorporate recommendations from the Housing Market Analysis into this element. In addition, there is a need to analyze current housing issues and provide recommendations and strategies to encourage a variety of housing types and sizes, including addressing the increased demand for urban-style multi-family housing options, as revealed during the Center City Form Based Code development.

12) Neighborhood Revitalization – Integrate data and recommendations from the 2015 Housing Market Analysis. The analysis should result in the identification of areas that will be in need of innovative redevelopment strategies. Recommendations and analysis should utilize the goals of the Consolidated Plan and historic preservation efforts in the city.

13) Sustainability – Integrate the latest measures the city should pursue and policies that are recommended to achieve a sustainable community.

14) Healthy Community -- Incorporate healthy communities principles into all pertinent recommendations of the Comprehensive Plan. In particular principles regarding safe, accessible active lifestyle for all populations and a clean natural environment should be integrated with the major components of the Plan.

15) Resiliency -- The consultant should provide latest research and recommendations for developing a resilient community. (A community that is prepared to deal with natural and man-made disasters as well as economic shifts.) The current emergency operations plan and hazard mitigation plan should be reviewed and integrated with this element of the plan. Any gaps that may exist should be identified.

16) Special Planning Areas – Evaluate the city to determine if there are areas in the city with special conditions that require further study or policies.

17) Community Character and Urban Design – The Plan, through community input and review of existing plans, shall have a set of policies that address community image and preservation of community attributes and character. The consultant should consider density, aesthetic design guidelines, sign regulations, building types and transportation corridors.

18) Implementation Plan -- To include recommendations for implementation strategies. Benchmarks should be established for the Plan.

Public Participation:

The project will require a high degree of public participation. Participation by residents, businesses, agencies, organizations and officials is a must throughout the planning process. The selected consultants will be tasked with developing a public engagement strategy to encourage participation throughout the development of the Comprehensive Plan. The proposed public engagement strategy must include the latest technologies and be creative, inclusive, and reliable.

Below are listed four possible public participation options regarding the formation of the committee that will work with the selected firm to develop the Comprehensive Plan. Specifics given in the options below are changeable and are just a starting point. Other options can be considered beyond what is listed below. It is anticipated that, regardless of the process and how the committee is formed, the selected firm will be tasked with providing a public engagement strategy beyond the formation of the committee.

First Option:

The selected firm will provide guidance on the development of citizen involvement including the formation of a steering committee to be used during the process.

Second Option:

*A Comprehensive Plan Advisory Committee (CPAC) appointed by the City of Norman to assist the selected firm in the development of the Comprehensive Plan. **The CPAC will meet 8 times with the consultant to provide feedback during the development of the Comp Plan.** It is anticipated that the CPAC will consist of 15-20 members who will represent the following entities:*

Planning Commission

City Council

Parks and Recreation Board

Citizens appointed by City Council from each ward

Norman Chamber of Commerce
Downtown Association
Norman Public Schools
OU
ACOG
Planning Department
Home Builders Association
Realtor Association
Convention and Visitor Bureau
Non Profit Organizations
Sustainability/Green Appointment

Third Option:

A Comprehensive Plan Advisory Committee (CPAC) appointed by the City of Norman to assist the selected firm in the development of the Comprehensive Plan. The entire CPAC will meet at least 3 times to brainstorm ideas and issues, and provide input to launch the Comprehensive Plan. **Once the development of the Comp Plan has begun the executive committee of the CPAC composed of 7 members will meet 5 times with the consultants to provide feedback and review draft recommendations.** However, the entire CPAC will be kept abreast of progress electronically and be able to provide feedback. It is anticipated that the executive committee of the CPAC will consist of 7 members of the entire CPAC which will consist of 15-20 members, who will represent the following entities:

Planning Commission
City Council
Parks and Recreation Board
Citizens appointed by City Council from each ward
Norman Chamber of Commerce
Downtown Association
Norman Public Schools
OU
ACOG
Planning Department
Home Builders Association
Realtor Association
Convention and Visitor Bureau
Non Profit Organizations
Sustainability/Green Appointment

Fourth Option:

The Comprehensive Steering Committee will be formed with appropriate diverse stake holders similar to listed above. In addition, committee members will be added as members of topic area committees for detailed discussions with consultants.

Deliverables:

Required services will include but are not limited to:

50 bound, colored copies of final plan, in 8 ½ by 11 vertical format. Maps and illustrations will be reproducible in 8 ½ by 11 or 11 x 17 format.

1 digital copy of final plan on CD ROM containing both Adobe Acrobat and Microsoft Word formats.

Staff from the selected firm will visit the City of Norman to familiarize themselves with the area and the challenges presented. The firm will attend meetings with City of Norman Staff, Council Members, Planning Commission and the Steering Committee to discuss the Comprehensive Plan. Printed and electronic copies of the Comprehensive Plan are required. Implementation strategy is required to guide the recommendation of the Plan. The ultimate goal of these services is an acceptable Comprehensive Plan that will be utilized to by both staff and decision making officials regarding development in Norman.

D. Requesting Entity Information

The City of Norman, Oklahoma, with municipal offices located at 201-A West Gray, P.O. Box 370, Norman, Oklahoma, 73070, is the requesting entity.

E. Funding

The City of Norman has set aside funding in the FY 2015 Budget beginning on July 1, 2015 for the completion of the work described in the Request for Proposal.

II. PROJECT CRITERIA

A. Consultant Selection Criteria

The City of Norman will commission the services of a planning consulting firm to assist with the development of a Comprehensive Plan to bring guidance to development of the City of Norman for the future. The firm will work in conjunction with City Staff, Council and a Steering Committee to support the development and implementation of the plan.

The City of Norman will seek a firm with proven experience in developing Comprehensive Plans.

B. Schedule

RFP Released	September, 2015
Pre-Proposal Conference	October, 2015
Proposals Due	November, 2015
Interviews	December, 2015
Consultant Selection	January, 2016
Negotiate Contract	Jan/February, 2016
Council Approval of Contract	March, 2016
Begin Work	April, 2016
Complete Work	April, 2017
Plan Considered by City Council	May –June, 2017

C. Inquiries/Questions

Questions regarding your proposal should be directed to _____ at (405) 366-_____. No inquiries will be received after 4:00 P.M., _____. Additionally, a pre-proposal conference will be held at _____ PM on _____ in Conference Room D in Building A at the City of Norman Municipal Complex, 201 West Gray Street. While not mandatory, proposers are advised to attend.

III. RFP CRITERIA

A. General Requirements

Proposals will be accepted in the office of the _____ until 4:00 P.M., _____. The office is located at 201 A West Gray, P.O. Box 370, Norman, Oklahoma, 73070.

Proposals must be signed by a duly authorized official of the proposer. **Proposals must include the State CAP Form 254, "Architect-Engineer and Related Services Questionnaire" and State CAP Form 255, Architect-Engineer Related Services for Specific Project."** Six (6) hard copies, and one (1) electronic copy contained in CD or USB drive must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award.

All proposals must state their validity for a period of not less than 60 days from date of receipt.

B. Notice to Interested Parties/RFP Recipients

When submitting proposals, corporate entities are required to comply with State law regarding authorized signatures.

The City of Norman requires that a proposal be signed by a duly authorized corporate official with authority to bind the interested party by the proposal as stated in State statute, "...signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties..."
18 O.S. § 22

However, should some other official with the corporation sign, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company.

Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 32

As set forth above when submitting proposals, certification adhering to the state statutes should accompany documents being turned in for review.

C. Prohibited Interest

No member, officer, employee of the City of Norman, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

DRAFT

D. Equal Employment Opportunities

In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being disabled, or disadvantaged person, or War Veteran.

The consultant shall furnish all necessary information and reports and shall permit access to its books, records and accounts by the City of Norman for purposes of investigation to ascertain compliance with the non-discrimination/minority business provision of any resultant contract.

D. Insurance Requirements

The consultant of this project must obtain the following insurance:

- Professional Liability (errors and omissions) Insurance Certificate providing a minimum of \$500,000 policy value.
- General Liability Workmen's Compensation and Auto Liability insurance in accordance with the Political Subdivision Tort Claims Act of the State of Oklahoma.

At a minimum, the following amounts of insurance are required:

- Adequate worker's compensation insurance coverage to comply with state laws and employer's liability coverage in the minimum amount of \$100,000.
- Comprehensive general liability insurance coverage with a minimum of \$100,000 per person and \$300,000 per accident for bodily injury or death and \$100,000 for property damage.
- Comprehensive automobile liability insurance coverage with a minimum of \$50,000 per person and \$300,000 per accident for bodily injury or death and \$100,000 for property damage.

F. Minimum Content of Proposal

At a minimum the proposal should contain the following elements:

1. Transmittal Letter
2. Table of Contents
3. Executive Summary
4. Project Approach
5. Experience of Project Team with same or similar Planning Experience
6. Anticipated schedule
7. Appendices (misc., exhibits, illustrations, etc.)
8. Proof of Insurance
9. References

IV. SELECTION PROCESS

A. Right to Reject

The City of Norman retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the City of Norman.

B. RFP Review Process

The City of Norman will review responses to this RFP that meet the requirements enumerated and are received prior to the designated closing date. Firms without adequate insurance, in minimum amounts set forth herein, to protect the City's interest will not be considered and will not be evaluated.

Upon review of all qualified proposers, the selection committee will rank all those who qualified. The highest ranked proposer(s), if determined necessary, **may** be asked to make an oral presentation for further evaluation. The highest ranked proposer will then be chosen by the committee.

The City will negotiate a contract for engineering services based on a three (3) step process:

- (a) The highest ranked proposer will be contacted and contract negotiations will begin.
- (b) The City will attempt to negotiate a contract at a fair and reasonable price.
- (c) If the City is unable, after good faith efforts, to negotiate a satisfactory contract with the highest ranked proposer, the City shall formally end negotiations with that proposer and begin negotiations with the second highest ranked proposer.

C. Keynotes

The most important evaluation emphasis will be placed upon the approach of the firm and to the project team assigned to the job. Illustrative and narrative material describing previous work of the proposer is recommended. At the proposer's request, any extra material, if available, will be returned at the completion of the review process, at their expense. The proposer shall provide a list of previous related work experience with contact persons and phone numbers

Key personnel (by names and position) relative experience and capabilities, as well as sub-contractors, will be evaluated closely.

D. Ranking Criteria

	Possible Points
Project Approach	40
Project Team (Experience of key personnel)	35
Past Project Experience	20
<u>Project Schedule</u>	5
Total	100 Points